MISSOURI EMISSIONS INVENTORY SYSTEM

MOEIS

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About MOEIS:

The Missouri Emissions Inventory System (MoEIS) allows entering data into an on-line database as a substitute for the paper version of the annual Emissions Inventory Questionnaire (EIQ). Once the static site information, including emission units with associated emission processes, controls, and emission release points, are input to MoEIS, future emissions inventories will only require entering process throughputs and making any updates that result from changes at the facility. MoEIS requires the free Adobe Acrobat Reader. If it is not installed on your computer, there is a link to download the software with MoEIS. The system was designed to work on Microsoft Internet Explorer Version 4 or later. It will also work with Netscape browsers, but the screens will look different. Macintosh users may not be able to use MoEIS even with Internet Explorer. If so, it will be necessary to use a Windows PC.

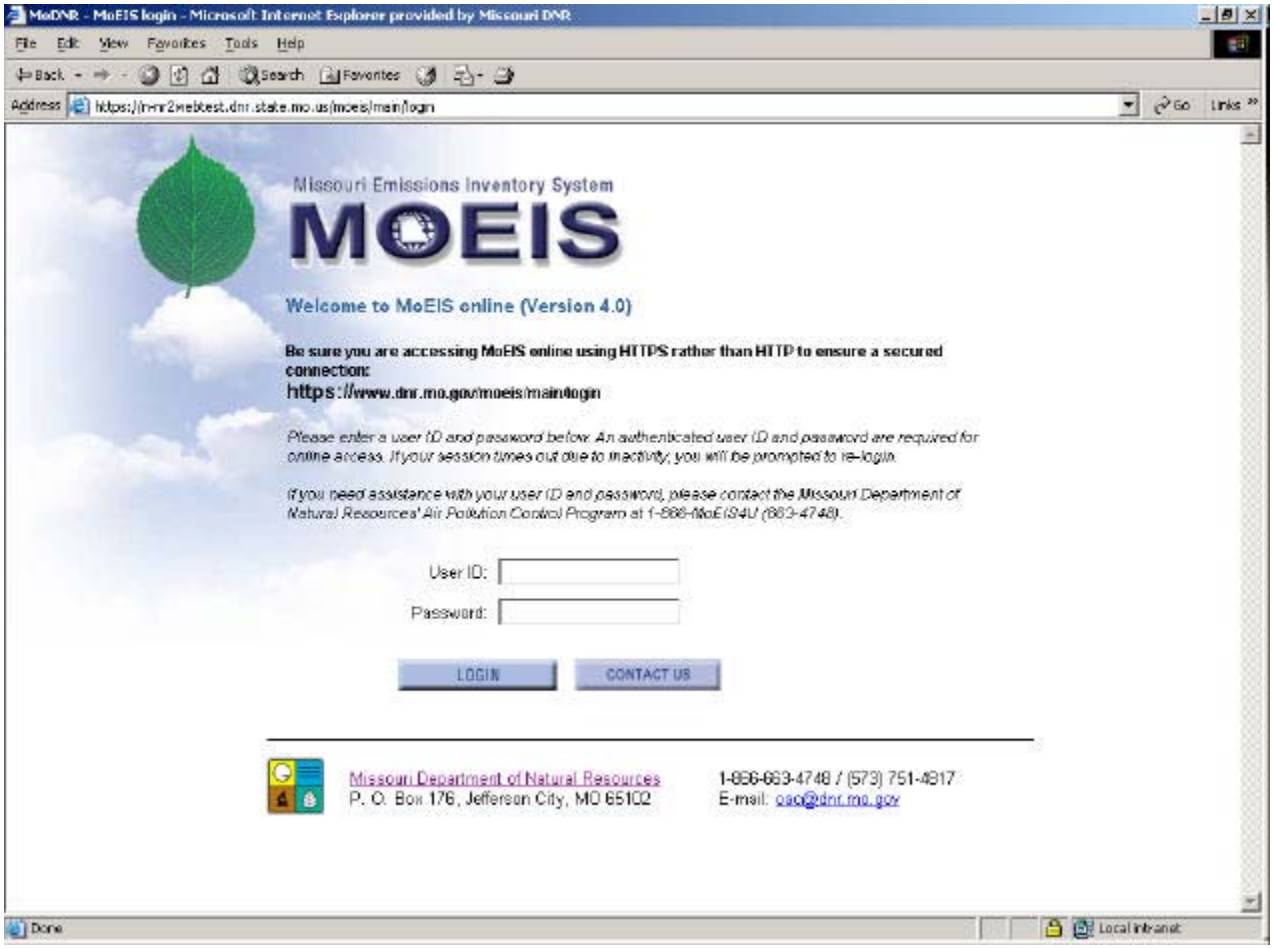
The user will still be required to submit a paper process flow diagram, EIQ form 1.1, any supporting documentation, and a signed copy of the front page of the report, which MoEIS produces (equivalent to the paper form 1.0) and send them with their check for the emissions fees.

One significant difference between the MoEIS system and conventional Internet browsing is the use of the **BACK** button. If the **BACK** button is clicked, the system will end the session, and any work in progress that has not been verified with a message "Update Successful", will not be saved. Each page has a button at the bottom that says "**RETURN TO PREVIOUS PAGE".** This button must be used instead of the back button to avoid losing data.

If you need assistance with using the MoEIS system, you may call the MoEIS Help Desk:
Phone: **1-866-MoEIS4U (1-866-663-4748)**

WEBSITE: https://www.dnr.mo.gov/moeis/main/login

Login to MOEIS online with User ID/Password.

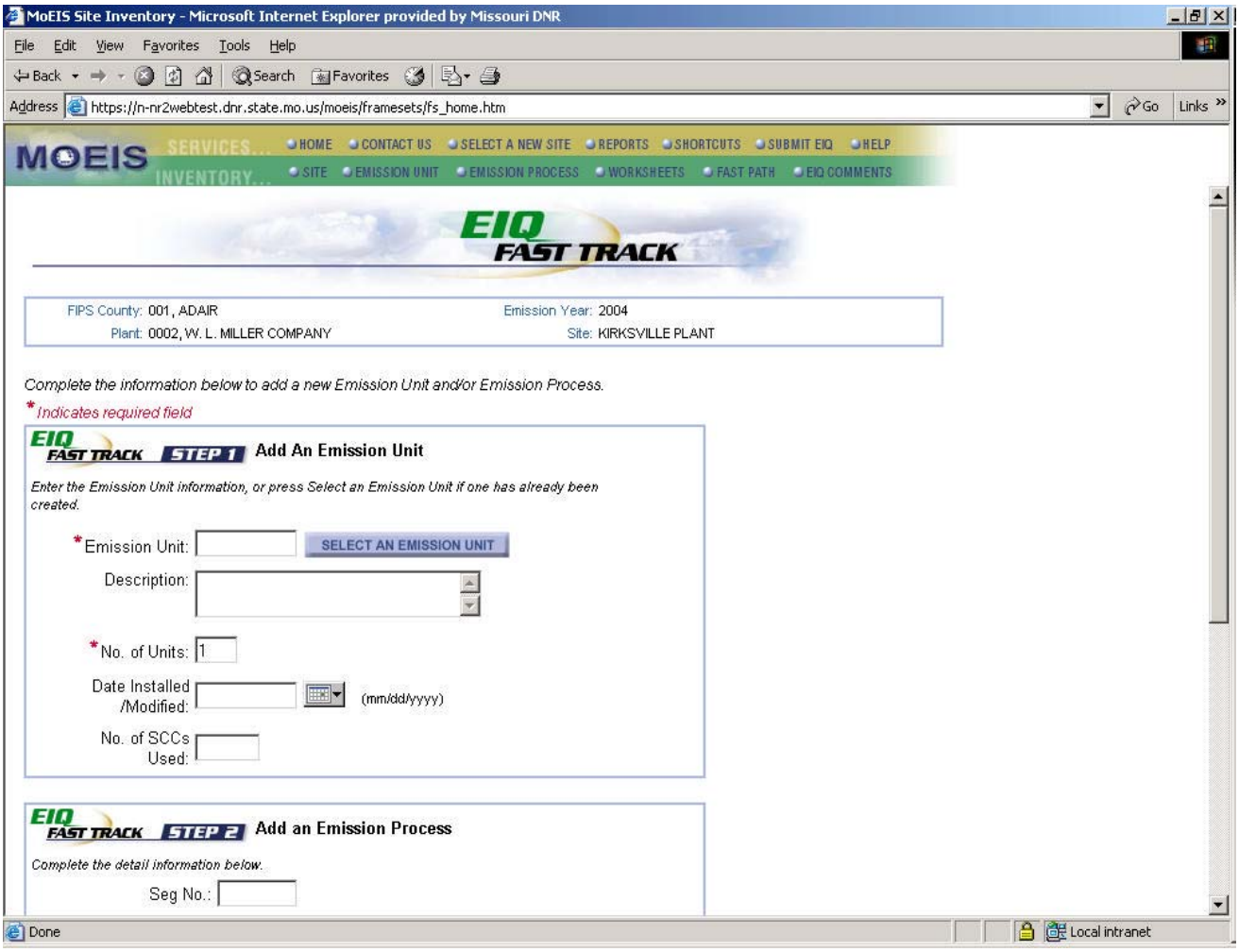


A list of facilities will come up after you log in. Click on plant number to go to home page for that EIQ.

You will notice a **SERVICES** section in gold and an **INVENTORY** section in green at top of the page.

SERVICES SECTION:

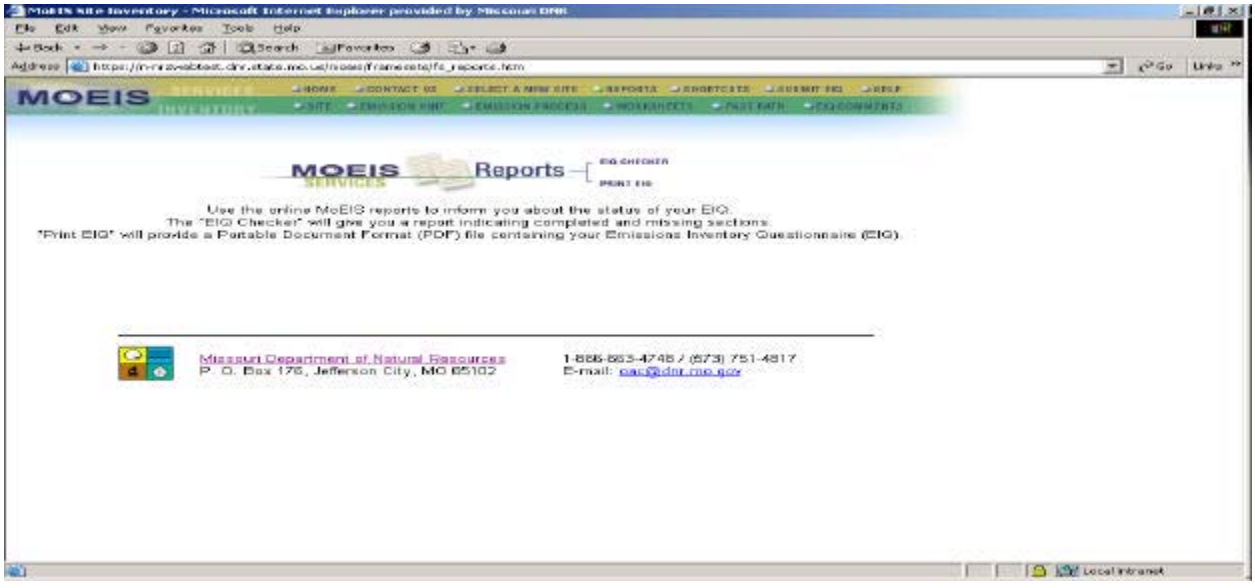
HOME: Click here to return to home page of an EIQ. This page shows any messages we may have for a facility, also has the **EIQ FAST TRACK.** You can click on the fast track to go in and enter an emission unit, process and worksheet quickly and then will be directed to the other pages that you need to enter.



CONTACT US: Facilities can click here to send an email to us.

SELECT A NEW SITE: This service will take you back to the list of facilities.

REPORTS: "EIQ Checker" and "**Print EIQ**" can be found here. Facilities will want to click here to utilize the EIQ checker before submitting EIQ. This will check the EIQ to make sure all units and emission release points have been tied to a flow path, also will check to make sure cost estimate form is entered. Print EIQ can be used if you want a copy of an EIQ to look at before submitting. The 3.0 form will not print until the EIQ is submitted.

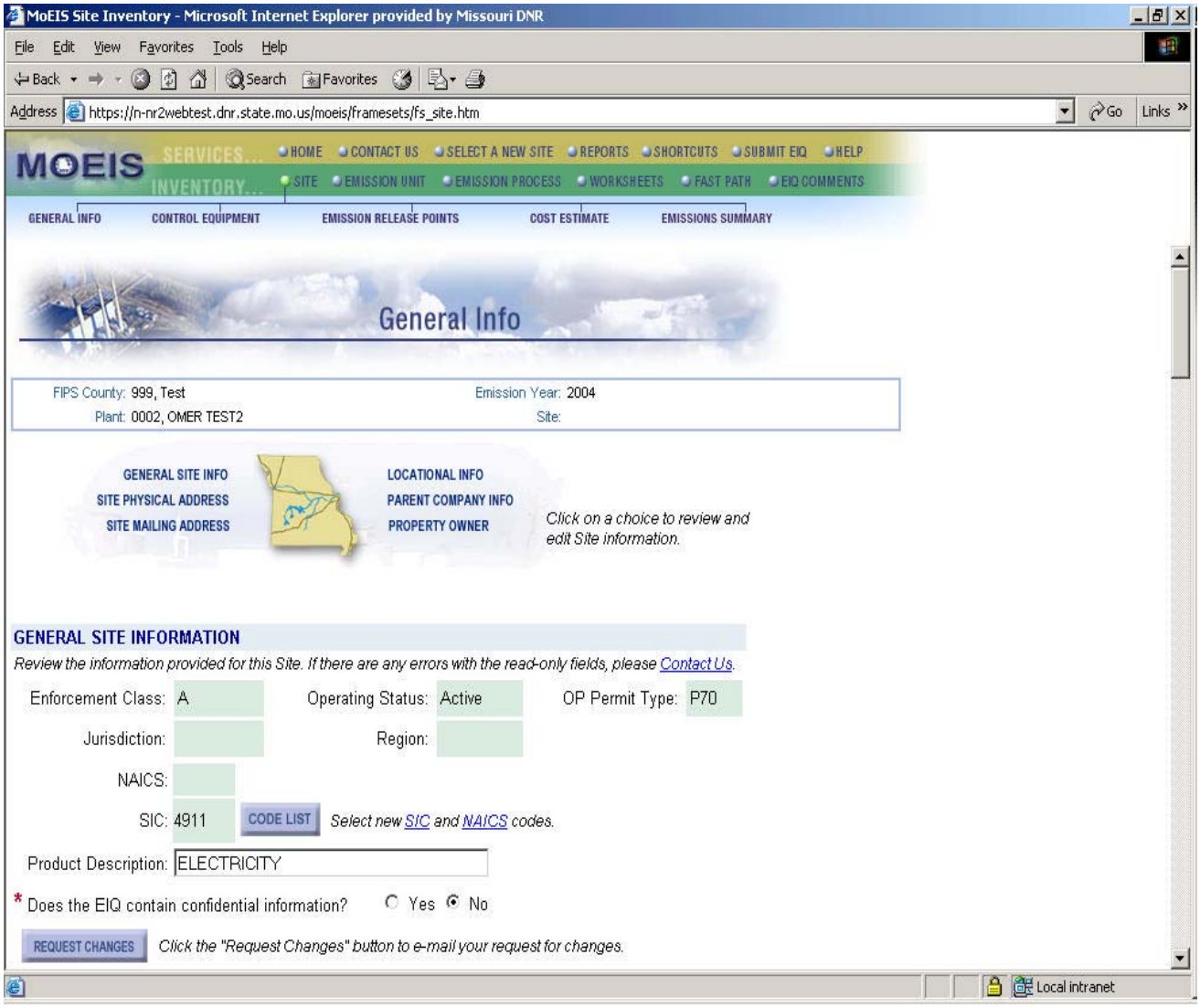


SHORTCUTS: You will be able to type in an emission unit or emission process and go directly to that page.

SUBMIT EIQ: After completing all the data entry and this information has passed the form checker, click here to submit your EIQ. This will show the fees due. After clicking the "**Submit"** button at the bottom of this page, your EIQ will be sent to the provided email address.

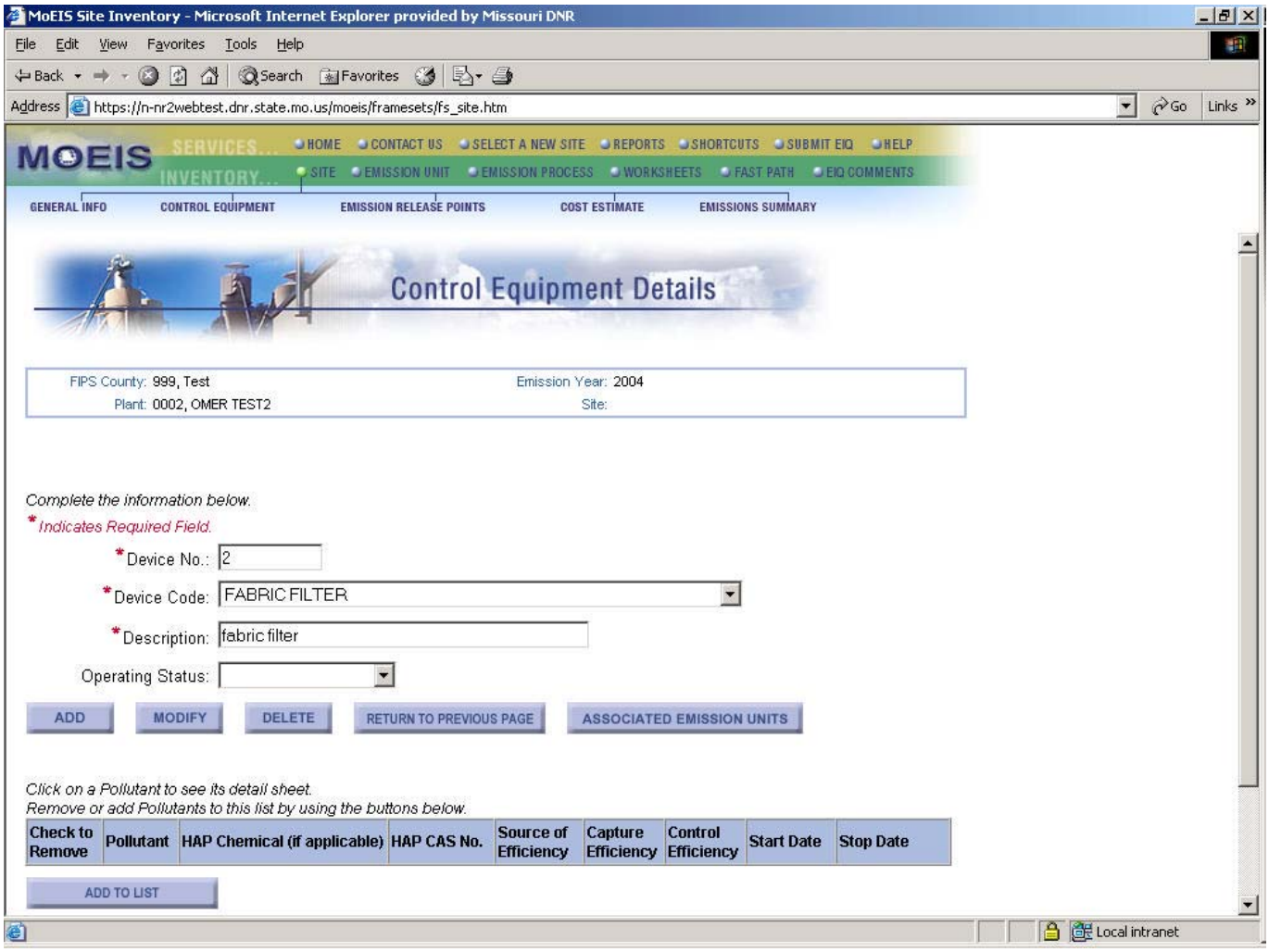
INVENTORY SECTION is where you do the data entry for the EIQ.

SITE: Click here and a drop down list will appear. Select **GENERAL INFO** on the drop down list. You need to verify the information listed. If it is a read only field and it contains an error, you will need to click on the **"Contact us"** button to report this. Each section has a **"Request change"** or a **"Modify"** button. You can make the changes needed and if it is a request change, it will be sent to Department of Natural Resources for review. If the "modify" button is chosen, the changes will be updated automatically.



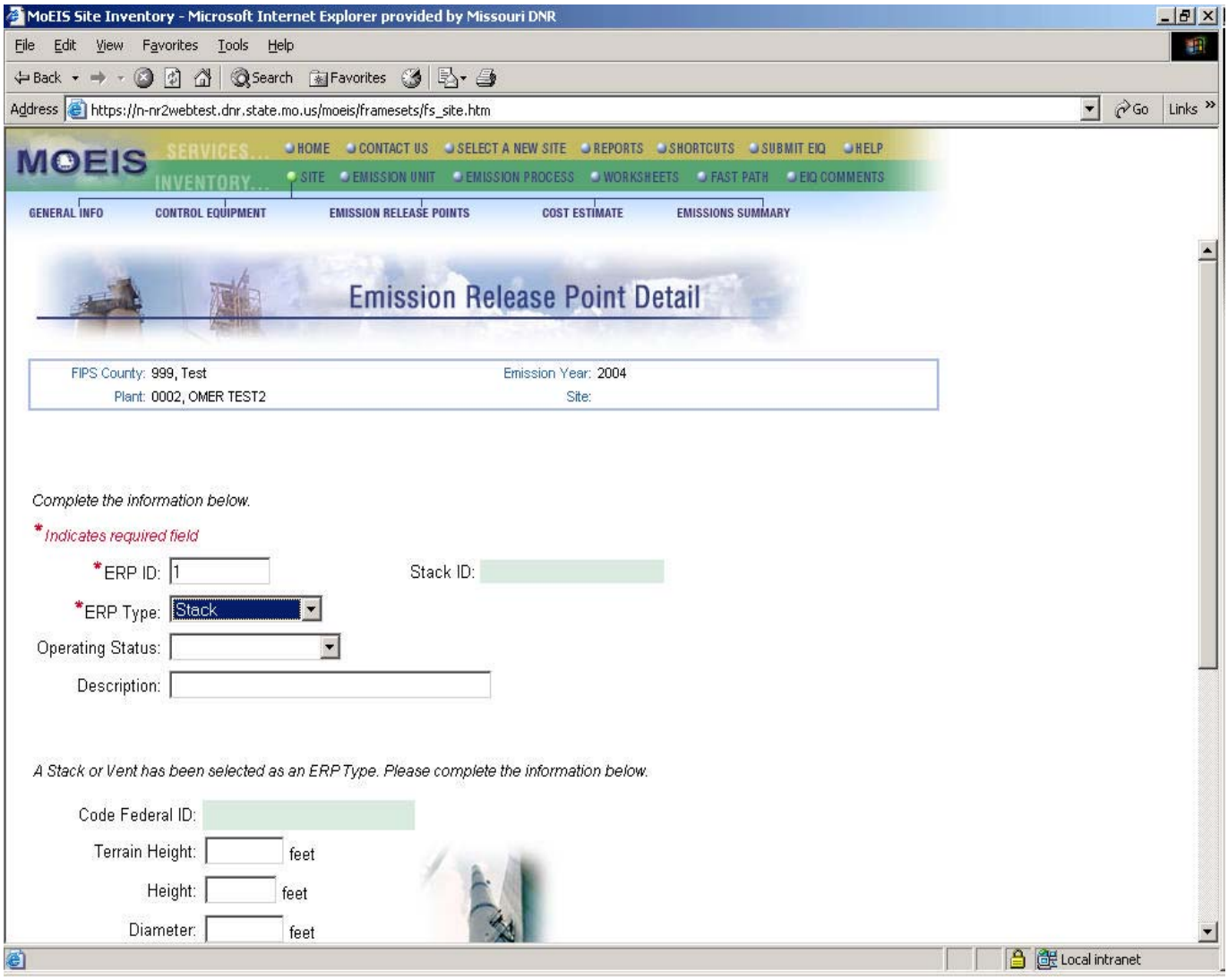
Next, go back to the drop down list and select **CONTROL EQUIPMENT**. This is a list of all the control equipment at the facility. Select **"Add to list"** to enter the control equipment information on the control equipment detail page. Enter the device no., device code, and description and then click **"Add."** A message will say "**add successful"** when completed.

Next, you will be able to enter your control efficiency information. Click on "add to list", and then select pollutant, enter capture efficiency, control efficiency and start and end dates. After entering the required fields, click the "add" button. **"Return to previous page"** to go back to the list of control equipment. If you need to modify a control device on the list, click on the device number and it will take you to the detail page to make your changes and then click on modify to update them.



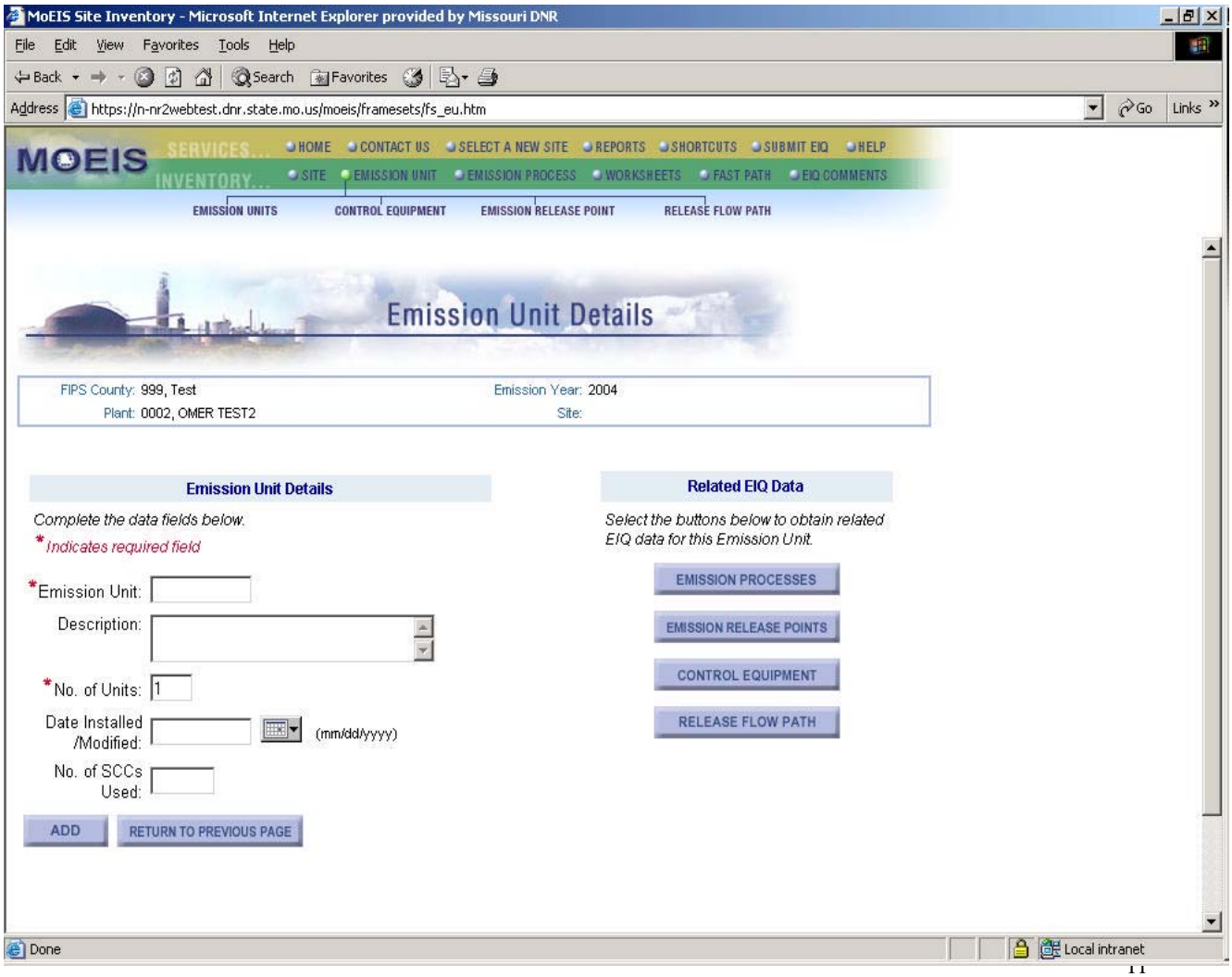
Next you will select **EMISSION RELEASE POINTS** from the drop down list. This will bring up the list of all your stacks, vents etc. for the facilities. Each emission unit has to have an emission release point. If it does not have a stack, vent etc. that it goes through, it shall be listed as a fugitive ERP. Only list each ERP once, even if it is used for more than one emission unit.

Select "add to list" to bring up the emission release point detail page. Enter ERP ID #, ERP type, operating status and description. If it is a fugitive, click the add button. If it is a stack or vent, you will need to enter information for diameter, height etc. and then click "add". A message will say "add successful". You can continue to add each ERP by changing the information and clicking add each time until all have been added. Click on "Return to previous page" to go back to the list of all your emission release points. To modify, click on the ERP ID on your list and go to the detail page where you can make changes. Then click "modify".



ENTERING AN EMISSION UNIT

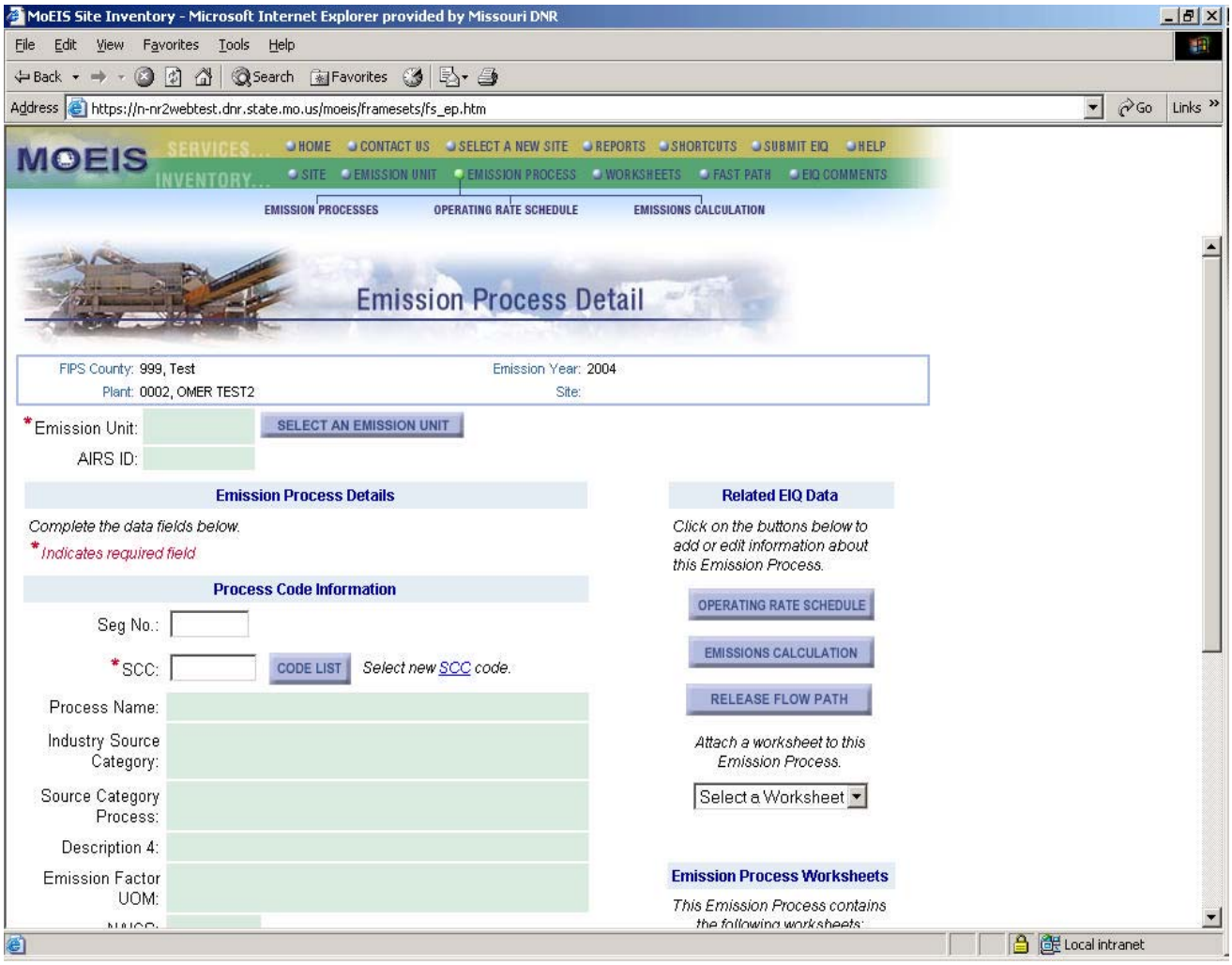
After completing the Site information, the next step is to click on **EMISSION UNIT** in the inventory section. A drop down list will appear and you need to click on **"Emission Units"** in the drop down. This will bring up the Emission Unit list. To add a unit, click on "add to list". This will take you to the Unit details page where you need to enter the emission unit #, description, # of units, and # of SCC's, then click "add". You can continue to enter all your units by changing the unit number and other information and clicking add after each one. When finished, hit "return to previous page" to go back to your emission unit list and it will show all the emission units. To "modify" an emission unit, click on the unit number and it will take you to the detail page to make changes and then click "modify" to update.



ENTERING AN EMISSION PROCESS

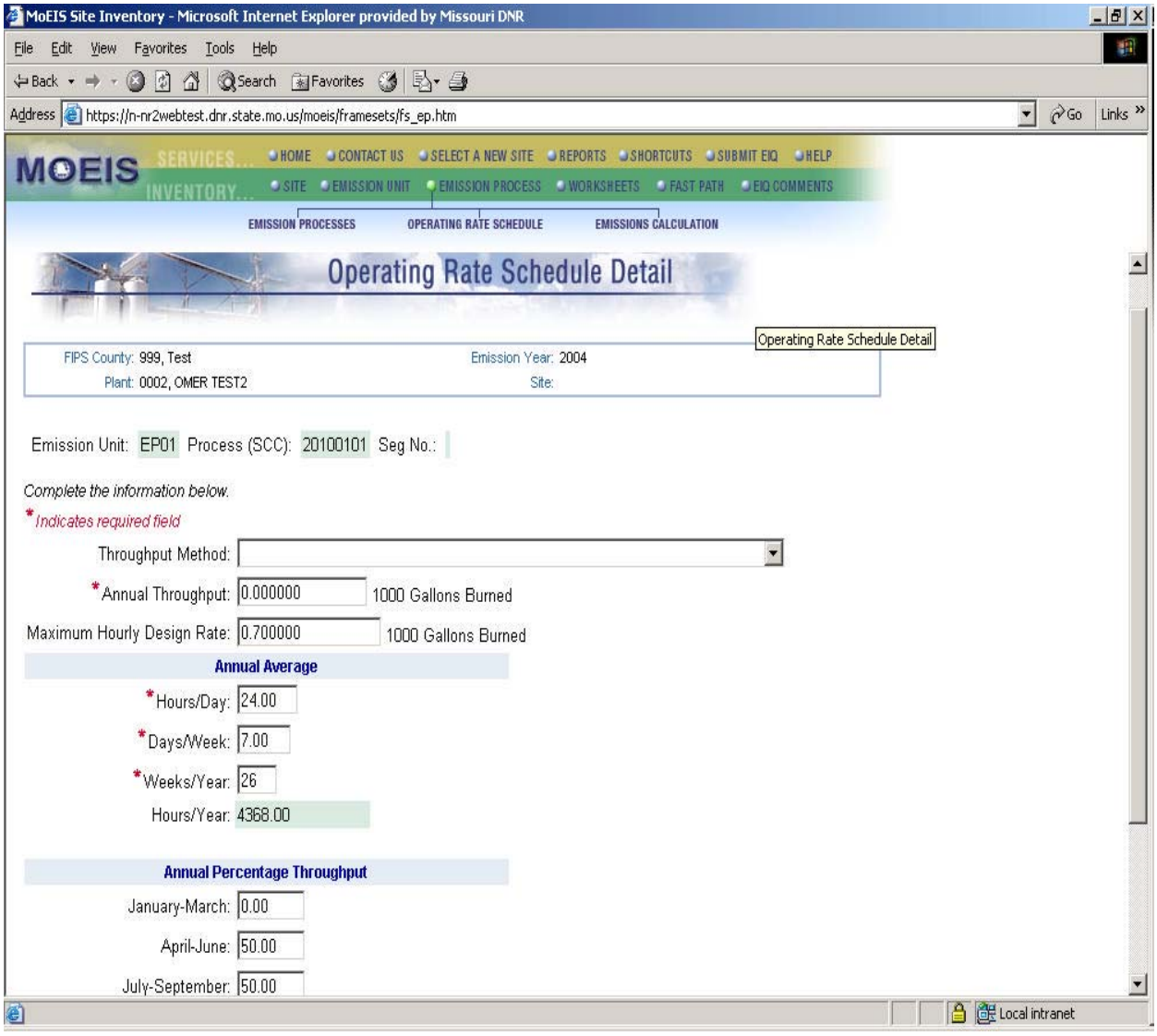
After completing the emission units, you are ready to add the emission processes for each unit. In the inventory section, click on **EMISSION PROCESSES** and a drop down list will appear. Click on emission processes in the drop down list and it will take you to the emission process list. Click on "add to list" to go to process detail page. You will need to click on "select an emission unit" and a list of all the units will come up. Select the unit you want to add a process to and then enter your sequence number and SCC code and click "add".

To "modify" an emission process, you must be on the emission processes page where a list of all the processes are shown. Click on the process code (SCC) to go into the detail page for that process. Make the changes needed and then click "modify".



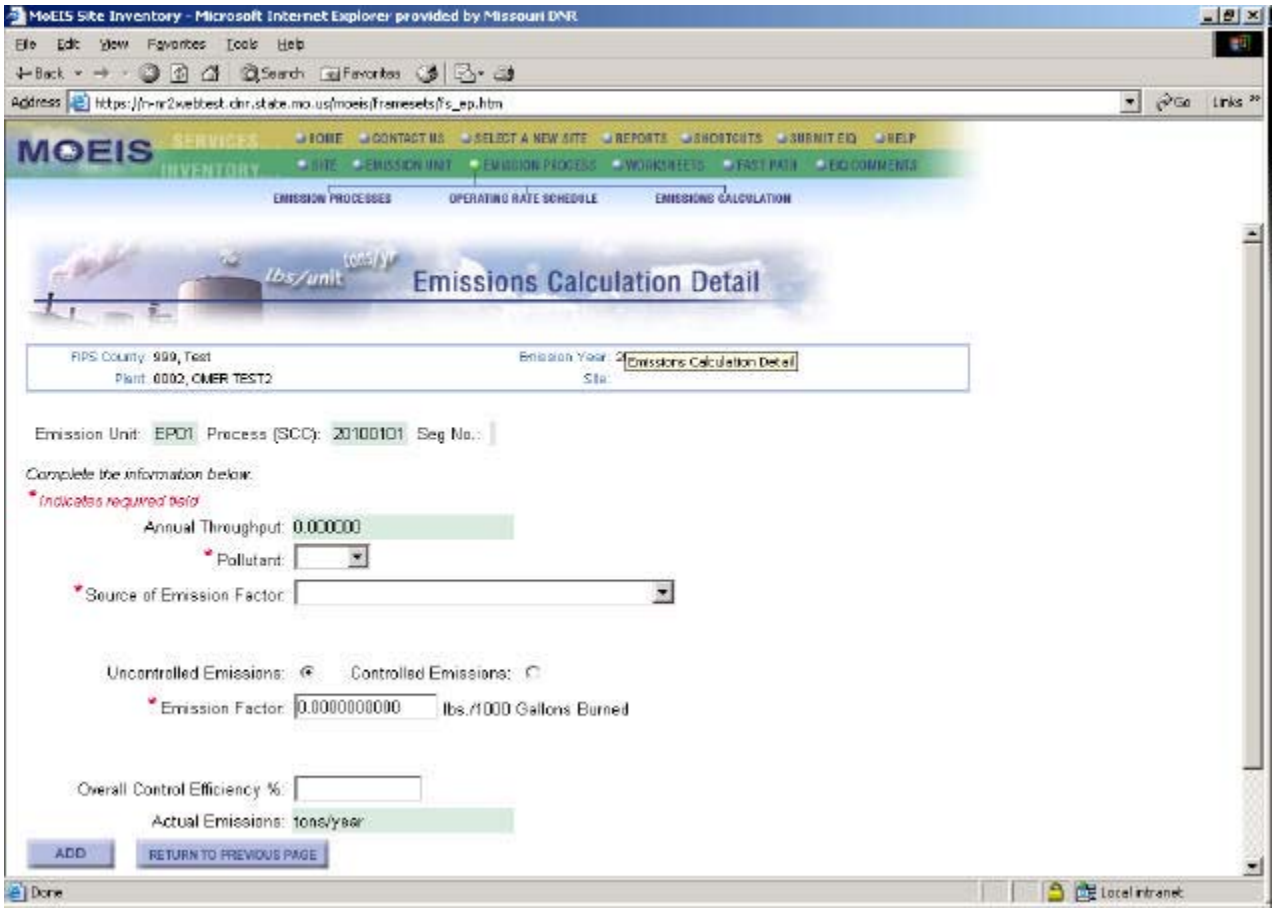
OPERATING RATE SCHEDULE

When you are on the emission process details page and have completed the addition or changes to your process, click on **"operating rate schedule"** under related EIQ data. This will take you to the operating rate schedule detail page. You will need to enter your annual throughput and maximum hourly design rate, the hours, days and weeks of operation, and your percentage for each quarter. At bottom of page, click "add" if this is for a new process or click "modify" if making changes to existing operating rate. When completed, click " return to previous page."



EMISSION CALCULATIONS

After completing the operating rate schedule for a process, you will need to click “return to previous page” which returns to the emission process detail page. You are now ready to enter the emissions calculations. You will need to click the **“emission calculations”** button under related EIQ data. If it is a new pollutant, click “add to list” to go to the calculation detail page. Select the pollutant you need to report, by bringing up a drop down list with the arrow given. Next, select the source of emission factor by using the arrow given for this. Enter your emission factor and control efficiency (if any) and click add. A message “add successful” will come up. If any other pollutants need to be reported for this process, you can change the pollutant and other information and then click “add” until all have been entered. Hit “return to previous page” to see the list of all the pollutants you have entered for this process. To modify a calculation, click on the pollutant to be taken to the detail page. Make the changes as needed and click “modify” at the bottom of page.



RELEASE FLOW PATH

After completing the emission calculations for a process, you need to click "return to previous page" and go back to emission process detail page. Next, you will click on the **"release flow path"** button under related EIQ data. This will take you to the list of flow paths for this process. If you need to add a flow path, click "add to list". You will then need to go through the next five steps to enter your flow path.

Step 1: Emission Unit: This should come up automatically if working on a particular unit and process, but if not click on **"Select an Emission Unit"**. A list of all emission units will come up, click the selected emission unit.

Step 2: Emission Process: If you need to add the process, click on "add to list" to bring up the list of emission processes for this unit. Select the process.

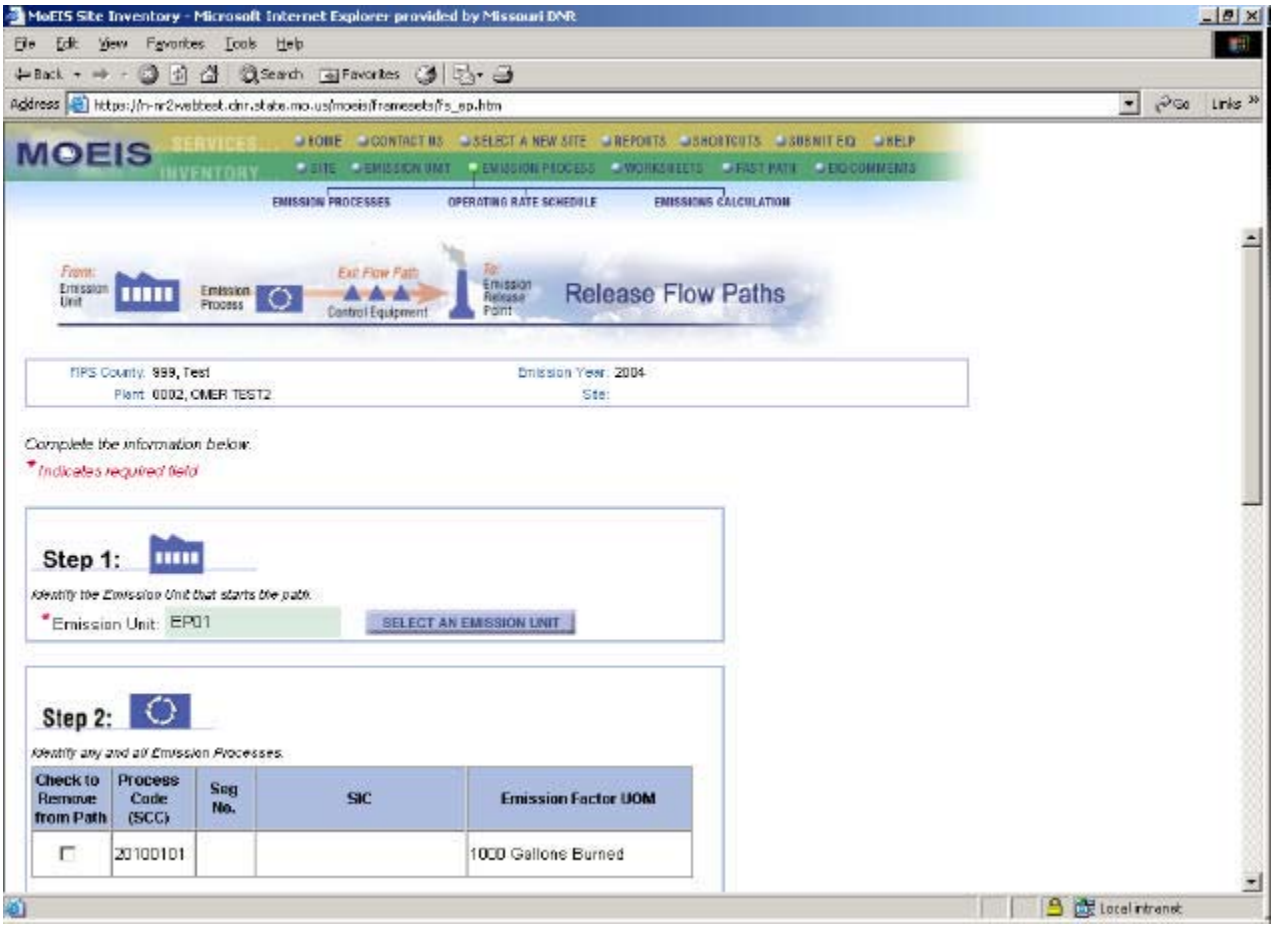
Step 3: Details: Enter a path name (usually Path and emission unit #). Enter the beginning and ending dates of operation for the year. Next enter the % emissions. This is the % of emissions that flow through this path. Emissions flowing through one path should equal 100%. When having 2 or more paths (E.I.: stacks), a flow path needs to be made for each stack and % of emissions is divided.

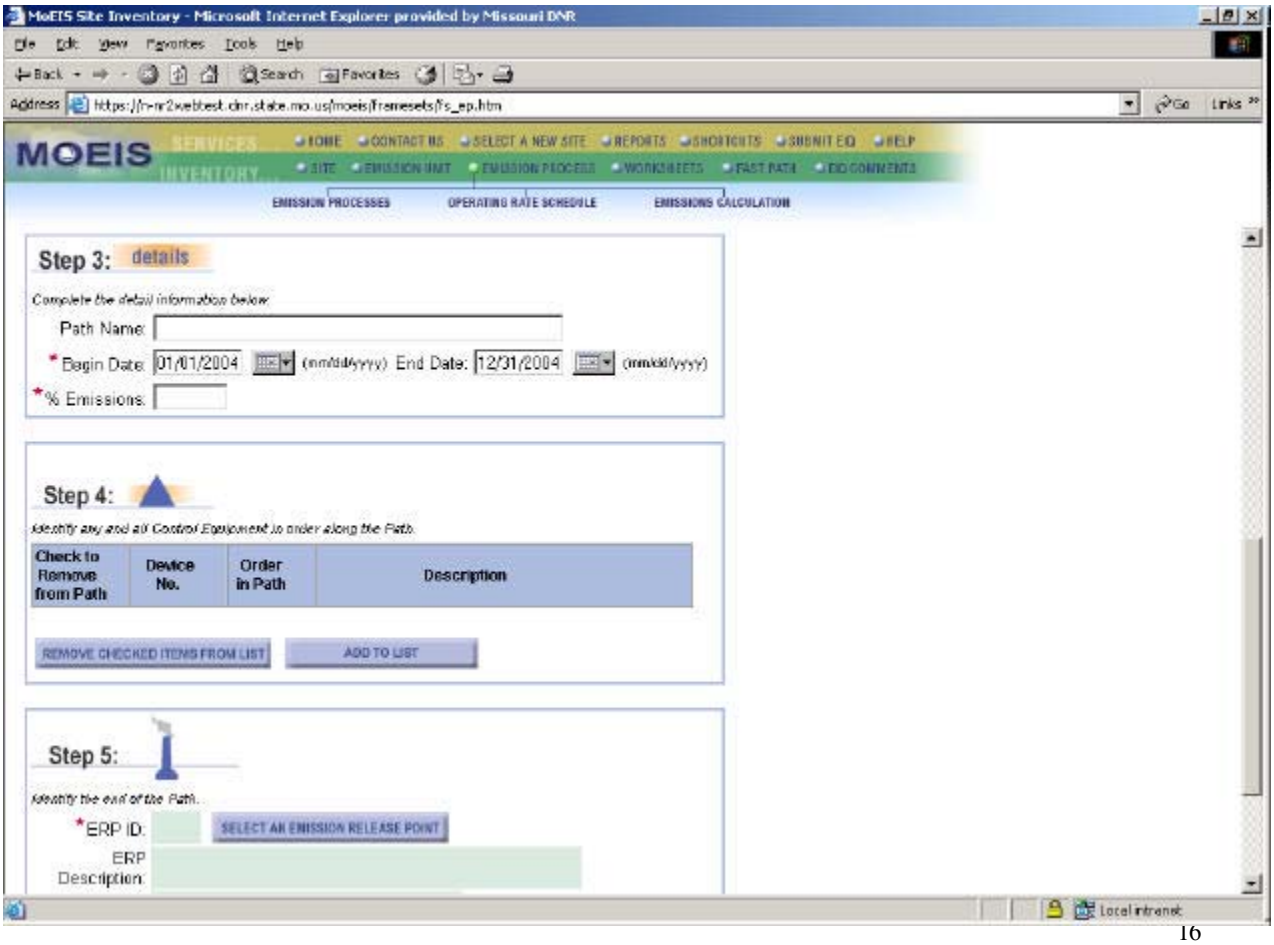
Step 4: Control Device: If you need to add control equipment to a path, click on "add to list" which displays a list of control devices. Select control device.

Step 5: Emission Release Point: Click on **"select an emission release point".** This will bring up list of all emission release points. Select the emission release point.

Next, you will need to click the "add" button. To add another path for this unit, you can change the information in each step and then click the "add" button.. Click on "return to previous page" to take you back to the list of all the flow paths for this emission unit.

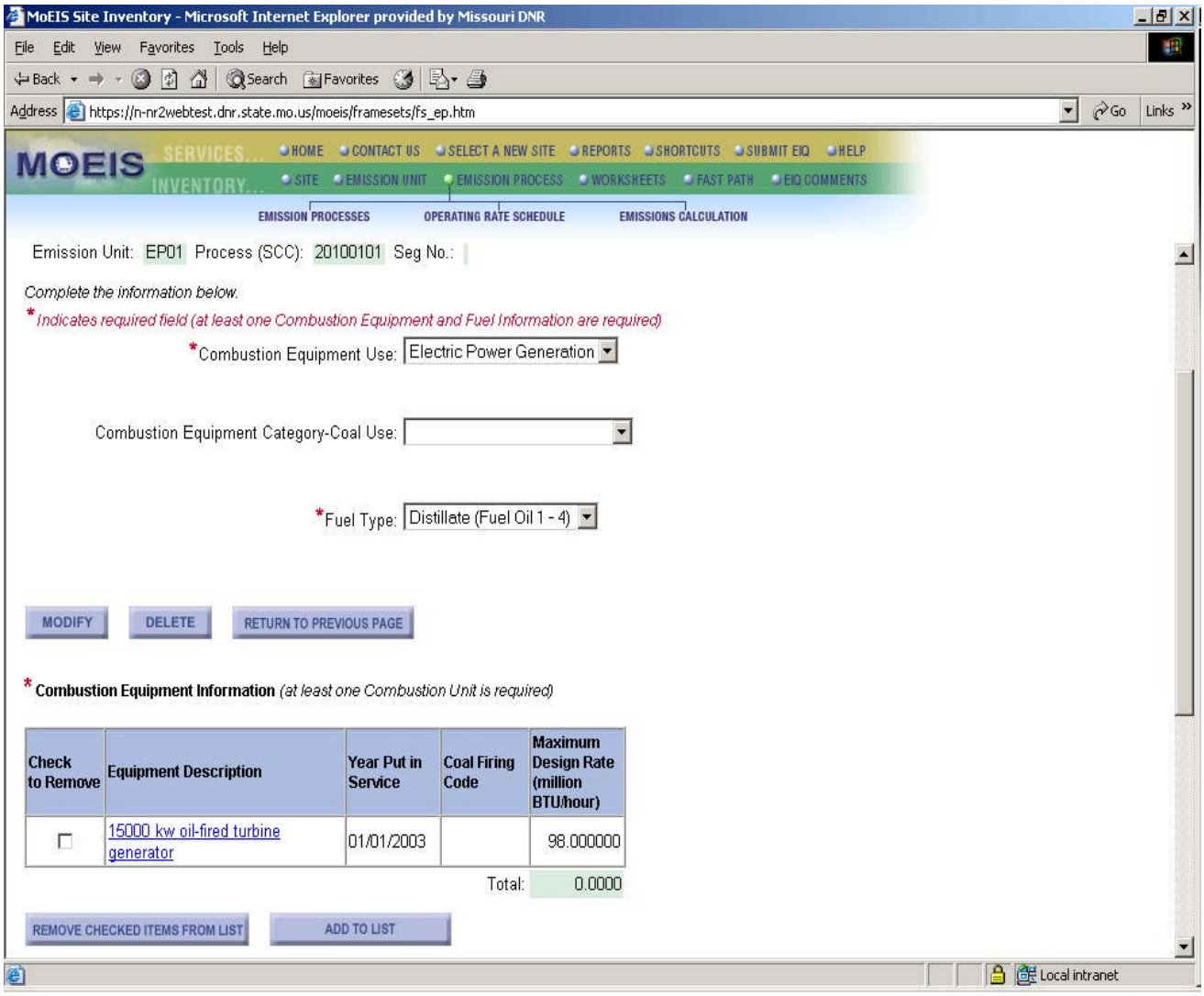
To modify a flow path, click on the path name. You will then need to make the changes to your flow path and click "modify" when completed.


MoEIS Site Inventory - Microsoft Internet Explorer provided by Missouri DNR
MOEIS
EMISSION PROCESSES
OPERATING RATE SCHEDULE
EMISSIONS CALCULATION
Release Flow Paths
FIPS County: 999, Test
Plant: 0002, OMER TEST2
Emission Year: 2004
Site:
Complete the information below.
* Indicates required field
Step 1:
Identify the Emission Unit that starts the path.
*Emission Unit: EP01
SELECT AN EMISSION UNIT
Step 2:
Identify any and all Emission Processes.
Check to Remove from Path
Process Code (SCC)
Seq No.
SIC
Emission Factor UOM
20100101
1000 Gallons Burned


MoEIS Site Inventory - Microsoft Internet Explorer provided by Missouri DNR
MOEIS
EMISSION PROCESSES
OPERATING RATE SCHEDULE
EMISSIONS CALCULATION
Step 3: details
Complete the detail information below.
Path Name:
*Begin Date: 01/01/2004 (mm/dd/yyyy) End Date: 12/31/2004 (mm/dd/yyyy)
*% Emissions:
Step 4:
Identify any and all Control Equipment in order along the Path.
Check to Remove from Path
Device No.
Order in Path
Description
REMOVE CHECKED ITEMS FROM LIST
ADD TO LIST
Step 5:
Identify the end of the Path.
*ERP ID:
SELECT AN EMISSION RELEASE POINT
ERP Description:

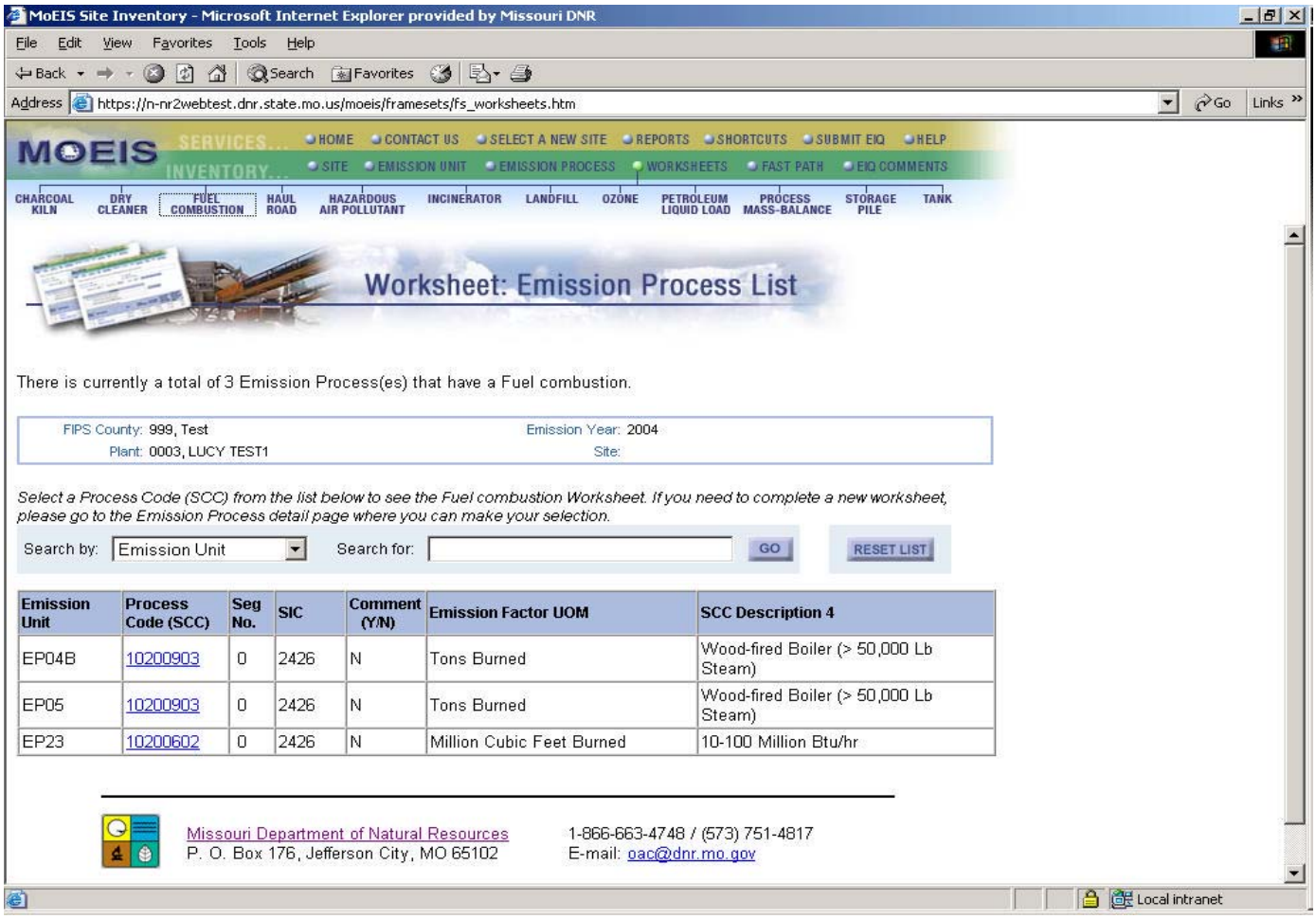
ADDING A WORKSHEET

To enter the worksheets for an emission process, return to emission process detail page. Click on the arrow by **"Select a Worksheet".** It will give a list of all the worksheets that could be used for this process. Click on the worksheet that is needed and you will be taken to that worksheet page. Each worksheet is formatted according to the information needed. You need to click the "add to list" where indicated to enter the information. Several of the worksheets have sections that need to be added. You may have to click "add to list" in one section, enter information and then click "add". Continue to complete each section as needed.
Example**: Fuel Combustion Worksheet:**

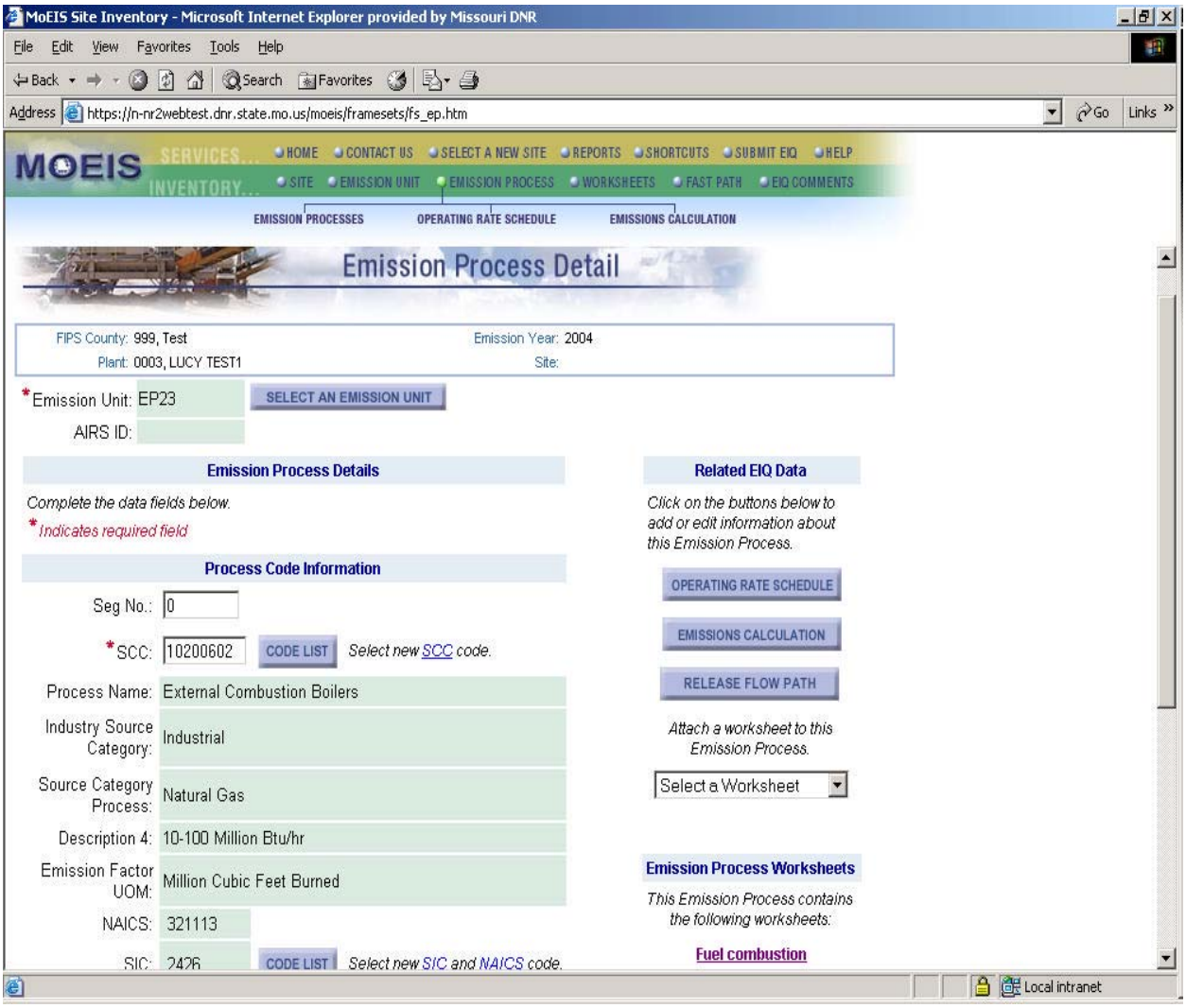


MODIFYING A WORKSHEET

If you need to make changes to a worksheet that is already in the MoEIS system, you can do so in two different ways. In the **INVENTORY** section, click on **WORKSHEETS**. A "drop down" list containing all available worksheets will appear. Click on the worksheet you need to modify. This will take you to a list of all the emission processes that reported this worksheet. You will need to click on the emission process that is associated with the worksheet you wish to modify. If a section of the worksheet has modify under the information, you can make the changes and click "modify". When the information is highlighted in **blue,** click the blue text to be redirected to the detail page for changes. Once you select the "modify" button, information will be updated on the worksheet.

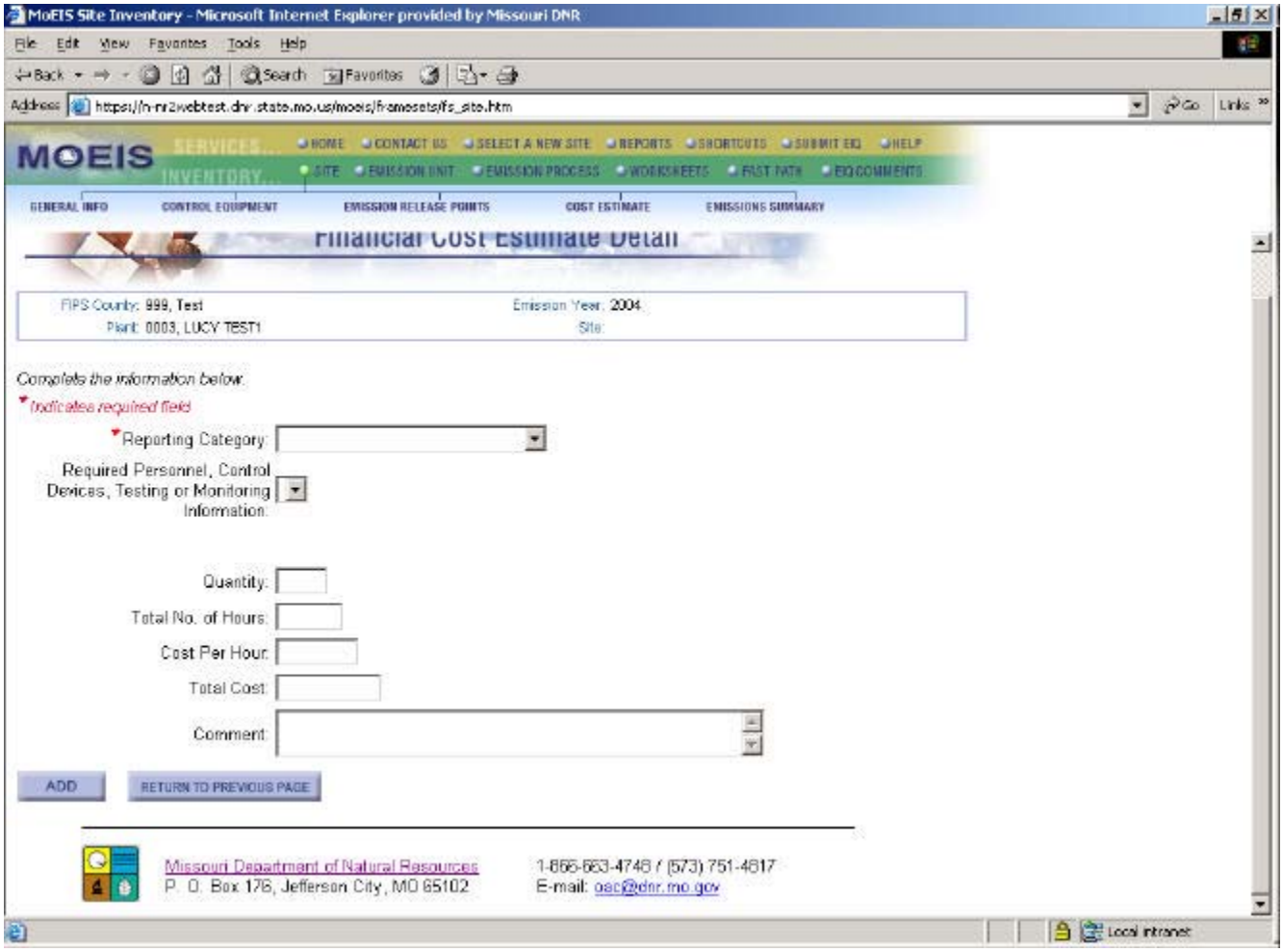


You can also modify a worksheet from the **"emission process detail page."** All worksheets associated with the process will be listed under emission process worksheets. Click on the worksheet you wish to modify to go in and make your changes.



COST ESTIMATE

When all the EIQ data has been data entered, click on **SITE** in the inventory section. Next click on **COST ESTIMATE** from the drop down list. Click on "add to list" and enter your financial cost information and click "add" when completed.



Upon completion of all your data, click reports to run the **EIQ checker**. Once it has passed the quality assurance check you will be ready to **SUBMIT EIQ.**